New System Features and Enhancements

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APPLICATION MANAGER

Applicant Authentication Enhancements

USA Staffing will accept applicants from USAJOBS without the need for further authentication. This change also adds further assurance to the document transfer from USAJOBS to Application Manager. Users should update their announcements' How to Apply Language and other related applicant notifications accordingly. This system improvement:

- Eliminates the need for a separate Application Manager user name, password, and login,
- Removes any direct links to Application Manager,
- Standardizes the application process to direct applicants through USAJOBS when applying,
- Improves the continuity between USAJOBS and Application Manager during the application process,
- Reduces the number of applicants submitting their applications without their supporting documents, and
- Provides a standardized method and centralized virtual location for applicants to verify their application statuses and submitted documents through their USAJOBS accounts.

STAFFING AREA

Accept USAJOBS Resumes and Portfolio Documents Checkbox Warning Message

A new message alerts users when they uncheck the ***Accept USAJOBS Resumes and Portfolio Documents*** checkbox on the Announcement page. This message serves as a warning only, and users can proceed when they uncheck this item to meet their internal job announcement requirements.

New Excepted Service Appointment Type Fields

USA Staffing now includes *Excepted Service NTE*, *Excepted Service Temporary*, and *Excepted Service Time-Limited* in the Appointment Type drop-down list on the Announcement page.

Announcement Specialty/Grade Edit

USA Staffing automatically updates the specialty and grade on the Announcement > Specialty/Grade page when changes have been made to the assessment.

Customer Phone Number TAG

This new TAG displays the phone number for a customer.
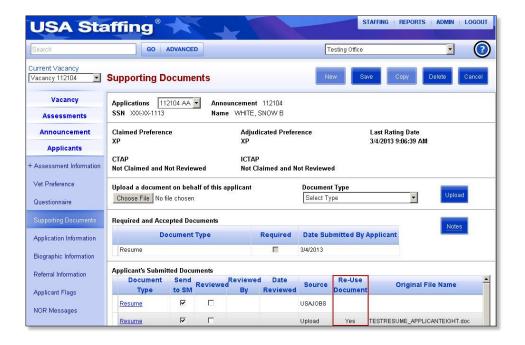
Applicant Filer Status Enhancement

This enhancement allows users to correct an applicant record saved with the *Late Filer* status and a processing date after the announcement closing date. These applications are typically faxed or key entered after the closing date, and applicants in this status are initially rated as ineligible.

Now USA Staffing users will be able to correct the applicant *Late Filer* status without submitting a FootPrints ticket by updating the Applicants > Assessment Information *Filer Status* and *Processing Date* drop-down lists.

New Applicants Re-Use Documents Field

The *Applicant's Submitted Documents* table on the Applicants > Supporting Documents page now includes a *Re-Use Document* column to identify previously submitted documents.

New Applicants > Updated Documents Page

The *Updated Documents* page has been added to the Applicants section. This page alerts users to applicant documents submitted after the closing date for case exams and 4 or more hours after the last rating for standing registers.

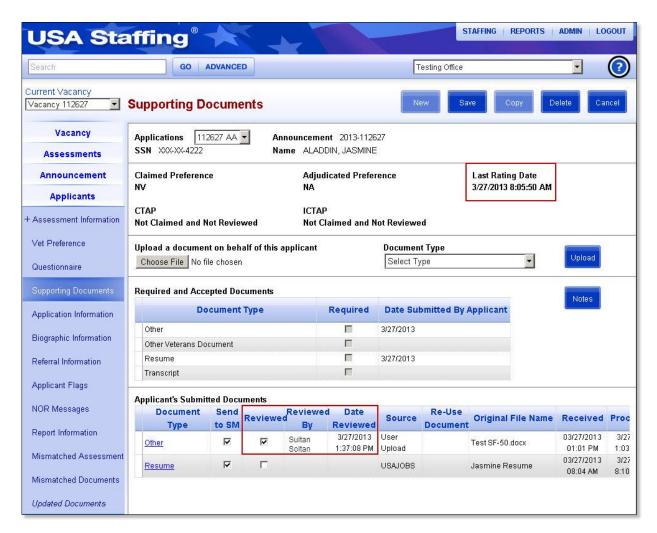When users click on an applicant's name on the Updated Documents page, the Applicants > Supporting Documents page opens, and the **Last Rating Date** displays. On the Supporting Documents page, users can mark the applicant documents as **Reviewed**. This removes applicants from the Updated Documents page.

REPORTS AREA

Batch Print Supporting Document Order

The document print order now defaults to résumé first. After the résumé, the other documents are printed in alphabetical order by the accepted document types on the Vacancy > Supporting Documents page.

Ineligible Notice of Results Update

The **Eligibility Expires** date field has been removed from the Notice of Results (NOR) for ineligible applicants.

ADMIN AREA

Stored Reports and Exports Purge Configuration

In Admin > Preferences > Configurations > Reports, the allowable range for stored reports and exports retention is now 1 to 14 days. The default retention limit for new USA Staffing organizations and offices created after this release is 2 days.

SYSTEM

Security

This release includes strengthened password encryption for USA Staffing, Selection Manager, and Onboarding Manager. As a result, all users must reset their passwords upon initial login after the April 27, 2013 deployment.

PIV Login Implementation

USA Staffing begins implementation of the Smart Card Access (PIV) in Selection Manager for pilot agencies. Account managers will facilitate the continued implementation of USA Staffing PIV login over the next several months.

System Corrections

STAFFING AREA

Amending Certificates

To prevent referral errors, users can no longer amend a certificate if only one applicant remains on the certificate.

Amending Interdisciplinary Certificates

Users can now amend interdisciplinary certificates to certify applicants who qualify for any of the series in an interdisciplinary job announcement.

ADMIN AREA

User Profile Edits

Users that have Standard User permission profiles or any customized permission profile that has the User Access level as *View Only* can now edit their address or phone number in their user profiles.

Announcement/Certificate by Owner Exports

The Announcement by Owner and Certificate by Owner exports have a revised design to prevent the data display from cutting off on the export page.

REPORTS AREA

Reports Processed Email Notifications

Extraneous text has been removed from the email notifications users receive after running a report.

Complete Applicant Record Printout (CARP) Report

CARP report processing for multiple assessment VINs has been improved to ensure report completion.

Questionnaire Responses Report

The Questionnaire Responses report now includes the full question and the text for each response provided.

Office Licensed Users and Organizational License Info Reports

The Office Licensed Users and Organizational License Info reports now display the available license keys for each office, users' office assignments, and users' last login date.

ADDITIONAL RESOURCES

Online Help/Help Desk

For further information and detailed instructions regarding these enhancements, visit the USA Staffing online help site:
http://help.usastaffing.gov/USAStaffing/index.php/Help_for_USA_Staffing_HR_Users.

For further assistance, please submit FootPrints to the USA Staffing help desk at
https://eshelp.opm.gov.